

Typing Certificates



5 Minute Typing Test Locations

County of Ventura locations:

<u>Oxnard College Job & Career Center</u> 4000 South Rose Avenue, Oxnard (805) 986-7300	<u>NO</u> appointment necessary	Free
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<u>West Oxnard Job & Career Center</u> 635 South Ventura Road, Oxnard (805) 382-6559	<u>NO</u> appointment necessary	Free
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<u>Oxnard Job & Career Center</u> 1400 Vanguard Road, Suite C, Oxnard (805) 385-9100	<u>NO</u> appointment necessary	Free
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<u>East County Job & Career Center</u> 980 Enchanted Way, Simi Valley (805) 955-2282	<u>NO</u> appointment necessary	Free
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<u>Santa Clara Valley Job & Career Center</u> 725 East Main Street, Suite 101, Santa Paula (805) 933-8300	<u>NO</u> appointment necessary	Free
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<u>Ventura Region Job & Career Center</u> 4601 Telephone Road, Suite 109, Ventura (805) 654-3435	<u>NO</u> appointment necessary	Free
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Other Non-County of Ventura locations:

<u>Conejo Adult School – Computer Skills Ctr.</u> 1025 Old Farm Rd., Room #9, Thousand Oaks (805) 496-1814 or (805) 497-2761	Appointment <u>ONLY</u> (CLOSED: Noon – 1 p.m.)	\$10.00
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<u>Oxnard College</u> 4000 So. Rose Avenue, Oxnard (805) 986-5800 ext. 1979	Appointment <u>ONLY</u>	\$6.00
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<u>Pyramid Placement Agency</u> 5850 Thille Street, Ventura <i>*BRING A VALID PICTURE ID</i> (805) 644-7491	<u>NO</u> appointment necessary 9:00 a.m. – 4:00 p.m.	\$5.00
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<u>Simi Valley Adult School</u> 1880 Blackstock St., Rm. 201, Simi Valley <i>*BRING A VALID PICTURE ID</i> (805) 579-6214	Appointment <u>ONLY</u>	\$5.00 (*Must have exact fee amount. Cash only)
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Ventura College – “East Campus”

105 Dean Dr., Room #18, Santa Paula
(805) 525-7136 (Maya Rodriguez)

Appointment **ONLY**

\$10.00

Ventura College – T-4 Lab

4667 Telegraph Road, Ventura
(805) 654-6400 ext. 1350

NO appointment necessary
when school is in session

\$6.00

Ventura Unified School District

5200 Valentine Road, Rm. 206-A, Ventura
****BRING A VALID PICTURE ID***
(805) 289-1744

Appointment **ONLY**
Tuesday at 12:00 p.m.

\$5.00

Volt Service Group

223 E. Thousand Oaks Blvd, Ste. 100, Thousand Oaks
(805) 496-3283

NO appointment necessary
8:00 a.m. – 3:00 p.m.

\$10.00

NOTE: The Superior Court of California, County of Ventura is not affiliated with any of the aforementioned organizations. This listing is provided **ONLY** as a reference tool.

OTHER TYPING CERTIFICATES – *Will be reviewed and may be accepted.*

1. Must be a five (5) minute timed test.
2. Must be conducted by a qualified organization.
3. Must be within the last 24 months.
4. One (1) word deducted for each error.

TYPING TESTS

The Superior Court of California, County of Ventura will require a current, valid typing certificate and a photocopy to be presented at the time of the written exam. Please note that a certificate is required to be submitted for ***each*** recruitment that indicates typing is required. To provide equal consideration for all applicants, there will be **NO EXCEPTIONS TO THIS POLICY.**

Tests must meet the following criteria:

1. Must be a five (5) minute timed exam.
2. Must be conducted under proper test procedures.
3. Must be taken within 24 months prior to submission.

Because different testing locations use different formulas to compute net words per minute, the Superior Court of California, County of Ventura prefers to receive certificates reporting gross words per minute and the number of errors made. *If a certificate showing net words per minute is received and no computation information is available, the certificate may be rejected.*

The Superior Court of California, County of Ventura computes net words per minute by dividing **the gross number of keystrokes** by five (5) to produce **the gross number of words**. We then divide that number by five (5) to produce the **gross number of words per minute**. Any errors are then subtracted at the rate of 5 keystrokes (1 word) per error to give the final result in **net words per minute**.

Revised 7/25/06